

Civilian Short-Term License (STL) Policy

- An STL is a short-term license that covers general and event use of federal lands and facilities.
- Licenses cannot be shared with other organizations. Each license is authorized 30 non-consecutive days or 7 consecutive days of use per AR 405-80. Once your organization has used the allotted time, your land-use license will cease for the remaining calendar year.
- All such grants will be on a non-interference basis with the understanding that their use may be superseded with no notice due to the needs of the National Guard or other DoD entity.
- All organizations must meet one of the three criteria below. If the organization does not meet one of the required criteria, the request will be denied per AR 405-80 Section 4-1 c. The Army's Judge Advocate General (JAG) will have final ruling, with leadership discussion, to determine if the criteria provided meets army regulation.
 - (1) Is your use in the public interest?**
 - (2) Is your use a direct benefit to the U.S.?**
 - (3) Does your use promote the National Defense/Army mission?**
- Storage and/or individual use is not permitted on federal lands.
- Making money using federal land or facilities, such as a coach training an individual, is prohibited.
- General-Use Request for Information form: We consider general use as training or practices which is to perform or exercise a skill repeatedly to improve or maintain efficiency. Examples are after school extracurricular activities, routine flying or shooting range practice. General use is also considered occasional or re-occurring activities, such as meetings.
- Event Request for Information form: This form is used for events and must be created and approved for each event. An event is when a group or school comes together for a competition, that may or may not include other individuals, to compete against each other. Events are also described as special one-time occasions that may include multiple parties such as jamborees, gatherings, or camps. Event examples are: Sanctioned CMP and NRA events, Biathlon World Cup trials, Boy Scout Jamboree, Governor's Inauguration event and Weddings.
- Organizations that host an event will use days against their organization's license only.
- An insurance certificate is required for any organization requesting a license. If the insurance coverage does not cover the length of the license, the license will be put on hold and use will not be granted until proof of insurance is received. The Vermont Army National Guard must be listed as the certificate holder on the insurance certificate with the following address: 789 National Guard Road, Colchester, VT 05446.
- Customers are responsible for their own trash and recycling. Trash in/Trash out.
- All organizations must provide Security Operations with a roster at the beginning of license use or the season.
- When using Ethan Allen Firing Range, all groups must check in with Range Control upon arrival and provide the number of participants using the facility for that day. One person can represent the group when visiting Range Control. Do not include spectators, parents, coaches, or staff members.
- When using other federal lands, check in with the Facility Administrator upon arrival.
- For schools, the Athletic Director is required to sign the license. A list of coaches authorized to use the license must be included with the license.

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- The fee schedule is as follows:

| General Use | Details | Fee |
|------------------------------|--|---------------------------|
| Biathlon (Non-Shooting) | Biathlon Trail Use (includes Walker building and Wax huts) | \$3 per person per day |
| Biathlon (Shooting) | Biathlon Trail Use plus Range | \$7 per person per day |
| Non-Live Fire Training Areas | Leadership Reaction Course; Use of Picnic Areas | \$3 per person per day |
| KD and Pistol Ranges | Non-Automated: | \$5 per person per day |
| | Automated: | \$10 per person per day |
| Event Use | Details | Fee |
| Events | Billeting not included (see below). | \$140 per day |
| Other | Details | Fee |
| Cram Dining Hall | | \$45 per day |
| Classrooms | | \$16 per day |
| Building 122 | | \$26 per day |
| Billets | Open Bay Barracks: (split cost if more than one group occupying) | \$68 per building per day |
| | Single/Multi person rooms: | \$20 per person per day |

- All organizations are required to email the Real Property Office (RPO) at the end of each month (mil.rentalrequests@vermont.gov) with the participant usage number for each day the property was used during the month. Spectators, parents, coaches, and staff members are not charged a fee and should not be included in the usage numbers. The STL Monthly Participant Form will be used to report usage. A copy of the form is available from the RPO.
- The State of Vermont Military Department will send invoices to each organization on a monthly basis. Payment will be net 30 days from invoice date.
- Payment will be made via check to the State of Vermont Treasury Department and mailed to:

Vermont Military Department
Attention: Finance Department
Bldg. #5, Camp Johnson
789 Vermont National Guard Road
Colchester, VT 05446

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- **Code of Conduct**

Two documented violations of any of the below rules will result in the severing of the organization's short-term license for the remainder of the calendar year. A written plan to prevent future occurrences will be required prior to future-year consideration.

- Exceeding any of the criteria of the short-term license.
 - Example: exceeding 7 consecutive or 30 total day limit.
- Failure to obey all traffic laws on the premises by any member or visitor of the group.
- Failure to comply with range scheduling requirements.
- Failure to comply with the decision of the scheduling authority.
- Failure to properly clean up after a scheduled use.
- Damage to any State or Federal Property.
- Failure to demonstrate courtesy and respect to all federal and state personnel.
- Failure to comply with safety criteria resulting in a safety violation.
- Failure to comply with the corresponding facility's rules and regulations (provided at installation briefing).

It is your responsibility to inform all team members, spectators, coaches, and staff members associated with your group of this policy. A violation by any of these individuals counts against your group and could get your license revoked.

I have read and will comply with the Civilian Short-Term License Policy:

Signature: _____ Date: